

CERTIFICATION OF PUBLICATION

CITY OF BALTIMORE OFFICE OF BOARDS AND COMMISSIONS PUBLIC NOTICE PROCUREMENT OF CONSULTANT SERVICES

Project # 986 – Engineering Services For Conduit Manhole Occupancy Surveys - Citywide

The City of Baltimore, Office of Boards and Commissions, has been requested by the Department of Transportation to certify the qualifications of engineering firms to provide services to the Conduit Division.

The scope of services requires that interested firms possess experience in utility work, with specific emphasis on electrical/telecommunications conduits. The selected consultant will be required to collect conduit manhole information describing physical dimensions, physical condition and duct location and occupancy. Detailed digital drawings of conduit manholes will also be required. The drawings are to be provided to the City on heavy drafting media as well as on CD's that are CAD compatible. The selected consultant will be required to provide all pertinent manhole dimensions as well as identify the cable type and owner for each duct. Empty ducts will be noted and shown as such on the drawing as well as the occupied ducts.

Photographs shall be taken with a digital camera with a resolution of at least 640x480. Special attention to City and O.S.H.A. safety regulations regarding manholes entry will be required. The selected consultant will be required to enter numerous manholes throughout the City and shall obtain all necessary permits to perform this work. All manhole information is to be provided to the City in CAD and/or database files for integration into City conduit management systems.

Project design fees have been estimated at \$600,000. Duration of professional services contract is estimated to be one (1) year. One consultant will be awarded this contract.

Should you have any questions in this matter, please contact Mr. Richard Baker, P.E., at (410) 396-6807.

Firms intending to submit a proposal as a prime consultant for this project should submit a "Letter of Interest" to the Office of Boards and Commissions, Room 601, 417 East Fayette Street, Baltimore, Maryland 21202 (FAX: 410-625-4667). Since these letters are utilized to assist small, minority and women business enterprises in identifying potential teaming partners, the letters should be submitted within five (5) days of the date of the project's advertisement. The letter should contain a contact person. Failure to submit a "Letter of Interest" will not disqualify a firm submitting a proposal for the project.

Each prime consultant applying for this Project will be required to complete and submit an original Federal Form 255, along with **five (5)** copies, to the Office of Boards and Commissions. The Federal Form 255 and the five copies must be submitted on or before 12:00 P.M. (Noon) on **12-9-04**. Submittals may not be accepted after this deadline.

All architectural, engineering, and surveying firms listed in the specific proposal for the Project must be prequalified by the Office of Boards and Commissions for each applicable discipline at time of submittal for this Project.

Insurance Requirements

The consultant selected for the award of this project shall provide professional liability, auto liability, general liability and workers' compensation insurances as required by the City of Baltimore.

It is the policy of the City of Baltimore to promote equal business opportunity in the City's contracting process. Pursuant to Article 5, Subtitle 28 of Baltimore City Code (2000 Edition) – Minority and Women's Business Program, Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to this contract.

The MBE goal is 21%

The WBE goal is 7%

Both the proposed Minority and Women's Business Enterprise firms must be named and identified as an MBE or WBE within Item 6 of the Standard Form (SF) 255 in the spaces provided for identifying outside key consultants/associates anticipated for utilization for this project.

Any submittals that do not include the proper MBE/WBE (in some instances DBE) participation will be disapproved for further consideration for this project.

Verifying Certification

Each firm submitting a SF 255 for consideration for a project is responsible for verifying that all MBEs and WBEs to be utilized on the project are certified by the Minority and Women's Business Opportunity Office (MWBOO) prior to submitting the proposal. A directory of certified MBEs and WBEs is available from MWBOO. Since changes to the directory occur daily, firms submitting SF 255s should call MWBOO at (410) 396-4355 to verify certification, expiration dates and services that the MBE or WBE is certified to provide.

Non-Affiliation

A firm submitting a proposal may not use an MBE or WBE to meet a contract goal if:

1. The firm has a financial interest in the MBE or WBE

2. The firm has an interest in the ownership or control of the MBE or WBE
3. The firm is significantly involved in the operation of the MBE or WBE (Article 5 subtitle 28-41).

A firm submitting as a prime consultant that fails to comply with the requirements of Article 5, Subtitle 28 of Baltimore City Code when executing a contract is subject to the following penalties: suspension of a contract; withholding of funds; rescission of contract based on material breach; disqualification as a consultant from eligibility to provide services to the City for a period not to exceed 2 years; and payment for damages incurred by the City.

A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE must be shown on the page provided within the application.

Please be advised that for the purpose of reviewing price proposals and invoices, the City of Baltimore defines a principal of a firm as follows:

A principal is any individual owning 5% or more of the outstanding stock of an entity, a partner of a partnership, a 5% or more shareholder of a sub-chapter 'S' Corporation, or an individual owner.

Out-of-State Corporations must identify their corporate resident agent within the application.

Firms will not be considered for a specific project if they apply as both a sub-consultant and prime consultant.

The applications for this Project (Form 255) cannot be supplemented with any additional information such as graphs, photographs, organization chart, etc. All such information should be incorporated into the appropriate pages. Applications should not be bound. Applications should simply be stapled in the upper left-hand corner. Cover sheets should not be included. Inclusion and/or submittal of additional material may result in the applicant being disqualified from consideration for this project.

Failure to follow directions of this advertisement or the application may cause disqualification of the submittal.

Robert B. MacLeod
Executive Secretary

Issue of: **11-18-04**
Afro-American
Baltimore Sun
Daily Record
The Baltimore Times

